



## EXAMINATIONS COUNCIL OF ZAMBIA

### JUNIOR SECONDARY SCHOOL LEAVING EXAMINATION (GRADE 9) – 2019

# Business Studies 609/1

(INTERNAL CANDIDATES)

**Time: 2 hours 30 minutes**

**Marks: 100**

#### Instructions to candidates

- 1 There are **three (3)** sections in this paper, Sections **A, B** and **C**.
- 2 Answer all the questions.
- 3 All answers for this examination must be written in the **Answer Booklet** provided.
- 4 **Section A:** Four suggested answers are given **A B C** and **D**. choose the best one and show it in the space provided by marking on it with a cross (**X**)

For example if the answer is **D**

<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
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**Section B and C:** Write the answers in the **Answer Booklet** provided.

- 5 You are given **ten (10)** minutes to: Write your name, candidate number, school/centre name and code on the **Answer Booklet** and read through the paper.
- 6 Do not start writing until you are told to do so.

#### Information for Candidates

Non programmable calculators may be used.

Cell phones are not allowed in the examination room.

**DO NOT TURN THIS PAGE UNTIL YOU ARE TOLD TO DO SO.**

## SECTION A

Answer all the questions in this section in the Answer Booklet provided by putting a cross (X) on the letter you have chosen as your answer.

- 1 The type of an office which has more than one person in a room is called ... office.  
  - A virtue
  - ☒ B open
  - C crossed
  - D closed
- 2 The filing equipment which allows files to be kept side by side is known as ... filing cabinet.  
  - A box
  - B horizontal
  - C lateral
  - D vertical
- 3 Which type of business offers training to its members?  
  - A Company
  - B Co-operate
  - C Partnership
  - D Sole trader
- 4 A business may be closed off because of ...  
  - ☒ A bankruptcy.
  - B competitors.
  - C investments.
  - D solvency.
- 5 Paper clips are used for ...  
  - A keeping papers together permanently.
  - ☒ B keeping papers together temporarily.
  - C separating papers permanently.
  - D separating papers temporarily.
- 6 An exchange of goods for goods is known as ... transaction.  
  - ☒ A barter
  - B bank
  - C cash
  - D credit

- 7 The business document that shows pictures, prices and terms of payment of goods for sale is known as ...  
A a quotation.  
B an inquiry.  
C an estimate.  
D a catalogue.
- 8 The source document that is used to start the accounting process in both books of the buyer and seller is known as ...  
A an invoice.  
B a debit note.  
C a credit note.  
D a cheque.
- 9 Goods sold on credit are first recorded in the ...  
A Cash Book.  
B General Journal.  
C Purchases Journal.  
D Sales Journal.
- 10 The Sales Account is an example of ... Account.  
A Nominal and Personal  
B Nominal  
C Personal  
D Real
- 11 The type of Ledger in which Real and Nominal Accounts are recorded is called ... Ledger.  
A Sales  
B Purchases  
C General  
D Creditors
- 12 On 31<sup>st</sup> December, 2017, the cost of Fixed Assets was K2 200.00, Current Assets were valued at K2 000.00 and current liability were K1 200.00. Calculate the value of working capital.  
A K800.00  
B K1 200.00  
C K3 000.00  
D K3 200.00



- 13** Mwangala's net pay is K10 500.00, her total deductions are K2 500.00. While her total allowances are K1 500.00. Calculate her gross pay.
- A** K14 500.00
  - B** K13 000.00
  - C** K12 000.00
  - D** K11 500.00
- 14** The process of putting money aside for purposes of getting more financial gain is called ...
- A** investment.
  - B** dividend.
  - C** budgeting.
  - D** bonds.
- 15** A ... Account is a high interest earning account.
- A** Current
  - B** Deposit
  - C** Save as you earn
  - D** Savings
- 16** A message sent by means of a telephone is called...
- A** email.
  - B** fax.
  - C** phonogram.
  - D** telex.
- 17** What do the letters FIFO stand for?
- A** First in First Offer
  - B** First in First Opened
  - C** First in First Order
  - D** First in First Out
- 18** Manda ensures that the right quality and quantity of goods are maintained in the business at a low cost. Which department is in charge of this?
- A** Stores Department
  - B** Purchases Department
  - C** Production Department
  - D** Maintenance Department

- 19** Which of the following statements describe the function of business plan?
- (i) Helps in training of employees of the business
  - (ii) Shows what type of business to set up
  - (iii) Helps in motivating employees of the business
  - (iv) Helps to check on the progress of the business
- A** (i) and (iii)  
**B** (ii) and (iv)  
**C** (iv) and (i)  
**D** (iv) and (iii)
- 20** The Accountant of the company usually sends the company Cashier to deposit cash and cheques received from customers. Which document does the Cashier use?
- A** Cheque book  
**B** Pay slip  
**C** Pay in slip  
**D** Withdraw slip

[20 marks]

**SECTION B**

**Answer all the questions in this section. Write your answers in the Answer Booklet in the spaces provided.**

- 1** Use the word list to answer the following questions.

**Word list**

Legal Department, Administration Department, Transport Department, Human Resource Department.

- (a)** K.B. Enterprise Limited is an organization with various departments responsible for different functions. Which department is in charge of ...

**(i)** hiring and deciding on staff disciplinary matters. [1]

**(ii)** monitoring, supervising and implementing planned activities in an organisation. [1]

- (b)** Arrange the following items in chronological order:

Name of child		Date of birth	
<b>(i)</b>	Moonga Nelson	<b>(i)</b>	20 <sup>th</sup> June, 2017
<b>(ii)</b>	Nyambe James	<b>(ii)</b>	1 <sup>st</sup> October, 2017
<b>(iii)</b>	Sakala Alice	<b>(iii)</b>	24 <sup>th</sup> March, 2017
<b>(iv)</b>	Zyambo Mercy	<b>(iv)</b>	4 <sup>th</sup> August, 2017 [2]

- (c) Use the **word list** below to complete the statements that follow:

**Word List**

Telex, Cash on Delivery, Internet, Poste Restante

- (i) Which service allows visitors to collect the mail in person while in a different town? [1]
- (ii) Which service allows a customer to pay for goods upon collection? [1]
- (d) From the following deductions on Natasha's pay-slip identify the statutory deductions.
- (i) Pension contributions
- (ii) Lay bye payments
- (iii) Personal levy
- (iv) Pay as You Earn
- (v) Standing Order – water bills
- (vi) Insurance premiums
- (vii) National Pension Scheme Authority (NAPSA) [4]

**[10 marks]**

- 2 (a) What type of business transactions are shown below?
- (i) Payment of workers salary using credit transfer. [1]
- (ii) Payment made for five chairs after 1 month. [1]
- (b) Nchimunya, a procurement Officer for J.M. Company Limited of Mongu, wishes to buy 20 camp chairs at K120.00 each from Munalula General Dealers of Kaoma. The document was prepared on 24<sup>th</sup> April, 2017.
- Required to:**
- Fill in an order form. [3]
- (c) On 10<sup>th</sup> March, 2017, a customer went into J M K Stores to buy 1 bag of mealie meal at K100.00 and a 5 litre container of cooking oil at K90.00. The customer gave the store cashier a K200.00 to settle the bill for the two items at 14:30 hours.
- Required to:**
- Fill in a Cash Sales Slip. [3]
- (d) What does the abbreviation C.E.O stand for? [1]



- (e) Classify the following items into Real, Personal or Nominal Accounts.
- (i) Sales Account
  - (ii) Purchases Account
  - (iii) Car Account
  - (iv) ABZ Crafts Limited Account [2]
- (f) Complete the table below. Write your answers in the **Answer Booklet**.

S/No	Transaction	Account to be Debited	Account to be Credited
(i)	Paid E Banda by cheque.		
(ii)	Sold goods by cash.		
(iii)	Bought motor van on credit from M.K Motors Limited		
(iv)	Paid cash into bank		

[4]

[15 marks]

- 3 (a) List at least **five** parts of a Business Plan. [5]
- (b) (i) Use the following information to prepare Mwitwa's budget for the month of July 2017.

	K
Income	10 200.00
Groceries	1 200.00
Cleaning materials	3 500.00
Stationery	1 500.00

[4]

- (ii) Give any example through which Mwitwa can save her money. [1]
- (c) (i) Describe an Investment Account. [2]
- (ii) Cephas Zimba, a Savings Account holder of account number 06451 requested for a debit card for the newly opened account at Bank WXZ, Solwezi Branch. The card was issued on 1<sup>st</sup> April, 2015 and would expire on 31<sup>st</sup> March, 2020.

**Required to:**

Fill in the details on the Debit Card.

[3]

[15 marks]

[Turn over]

**SECTION C**

**Answer all questions in this section in the Answer Booklet provided.**

- 1** The following transactions were available in the books of Simukonda, in the month of February, 2017:-

		<b>K</b>
February 1	Cash in hand	480.00
	Cash at bank	150.00
5	Received cash from Moya less 2% cash discount	250.00
8	Paid for wages by cheque	110.00
10	Paid cash into bank	250.00
20	Cash sales	120.00
28	Paid Bwalya by cheque K10.00, having already deducted K2.00 cash discount	

**Required to:**

Prepare Simukonda's three Column Cash Book. Ensure that the columns are well labelled.

**[10 marks]**

- 2** The following Trial Balance was extracted by an inexperienced Book-keeper on 31<sup>st</sup> October, 2017.

**TRIAL BALANCE AS AT 31<sup>ST</sup> OCTOBER, 2017**

<b>Details</b>	<b>Dr (K)</b>	<b>N</b>	<b>Cr (K)</b>	<b>N</b>
Cash at bank			1 050	00
Wages and salaries			800	00
Fixtures and fittings			1 600	00
Capital	7 000	00		
Sales	4 100	00		
Purchases	9 150	00		
Drawings			500	00
Creditors			2 000	00

**Required to:**

Re-draft the Trial Balance correctly. Show the correct details and date.

**[10 marks]**



- 3 The following details were taken from the books of B. Siame on 31<sup>st</sup> December, 2017.

	K	N
Stock (01/01/17)	4 000.00	
Stock (31/12/17)	1 500.00	
Buildings	3 900.00	
Cash in hand	600.00	
Creditors	1 100.00	
Machinery	4 300.00	
Bank overdraft	700.00	
Bad debt written off	300.00	
Stationery expenses	200.00	
Printing expenses	400.00	
Sales	8 400.00	
Purchases	2 600.00	
Purchases returns	600.00	
Sales returns	400.00	
Advertising	1 200.00	
Insurance	800.00	
Capital	10 800.00	
Rent	500.00	
Drawings	1 000.00	
Debtors	1 400.00	

**Required to:**

- (a) Prepare the Trading, Profit and Loss Account. [10½]  
 (b) Prepare a Balance Sheet. [9½]

**[20 marks]**

**[Total: 40 marks]**